



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

871202-03

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address GEORGIA REAL ESTATE COMMISSION 40 PRYOR STREET, SW - 2nd FLOOR ATLANTA, GA	Application Number 89-020	
Application Number		Date Received DEC 2 1987	Date Completed MAY 10 1989
2. Person to Contact Alice Black		Working Title Special Projects Coordinator	Telephone Number 656-3916
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest <u>1973</u> Latest <u>1973</u> To Date	5. Records Series Title (followed by title used in office, if different) Approved Applications for Licensing Registration (Brokers/Salespersons)		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Real Estate Commission regulates the issuance and reissuance of licenses to real estate brokers, associate brokers, and salespersons, additionally establishing rules and regulations relating to the professional conduct of the real estate profession in Georgia. It accepts complaints, reviews misconduct, investigates alleged violations of State law or Commission regulations, and takes disciplinary action against a variety of improper precedures or unfair trade practices. In addition to reporting violations to the Attorney General for action to enjoin such practices, the Commission, after proper hearing, may censure a licensee, or suspend, revoke, or refuse to renew a license to practice.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Applying for Brokers or Salespersons license or registration in the State of Georgia subject to evaluation and approval by Board. Included are: Licensee Application Forms: -Name, address, date of birth and other personal data -Documentation of educational background (may include official transcript) -Experience and training record -Veterans information -Test results -Evidence of previous conviction or disciplinary actions -Wall certificate and pocket card File is arranged: By license number			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>5</u> ; Thirteen to twenty-four months old <u>2</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>15</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Contains personal information such as education
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Commission Report, Annual Report, Newsletters, Certifications
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout? (Pertinent Data Extracted) see Attachment #2

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------------------|-----------------------------------|--------------|
| a. State Law | Not specified years. | d. Audit period | 7 years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 15 years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

OCGA 43-40-7 - Outlines qualifications for licensing

Administrative Need: To respond to inquiries and legal actions regarding validity of applications and licensing.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 15 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to ~~previous~~ future accumulations of the series.

02/16/89

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Lillian M. Black</i>	3/31/89	<i>R.D. Warrington</i>	3/31/89
89-020		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	Date
		<i>Edward Wilson</i>	5/8/89
		Secretary of State/Designee	Date
		<i>W.H. Rogers</i>	5/10/89
		Governor	
		Attorney General/Designee	